

CONTRACT FILES

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 6

1. CONTRACT/PURCH ORDER/AGREEMENT NO. F33657-95-D-2966		2. DELIVERY ORDER/ CALL NO. 0024		3. DATE OF ORDER/CALL (YYYYMMDD) 99JUN11		4. REQUISITION/PURCH REQUEST NO. SEE SECTION G		5. PRIORITY DO-C9													
ASC/CDSK USAF/AFMC ASC/CDS BLDG 16, AREA B 2275 D. STREET WRIGHT PATTERSON AFB OH 45433-7233 LT SOFIA E. CARABALLOGARCIA (937) 255-7003 SOFIA.CARABALLO-GARCIA@ASCCD.WPAFB.AF.MIL		CODE FA8622 7. ADMINISTERED BY (If Other than 6) DCMC BALTIMORE 217 EAST REDWOOD STREET SUITE 1800 BALTIMORE MD 21202-5299 SCD: C PAS: (NONE)		CODE S2101A 8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		9. CONTRACTOR CODE 5R191 FACILITY MANAGEMENT CONSULTING & RESEARCH NAME AND ADDRESS 1505 FARM CREDIT DR, SUITE 850 MC LEAN VA 22102		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE 11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISAD- <input type="checkbox"/> VANTAGED <input type="checkbox"/> WOMEN- <input type="checkbox"/> OWNED													
14. SHIP TO CODE SEE SCHEDULE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS-CO/SOUTH ENTITLEMENT OPER P O BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		12. DISCOUNT ITEMS N 13. MAIL INVOICES TO ADDRESS IN BLOCK SEE BLOCK 15 (PAYMENT OFFICE)															
16. DELIVERY/ CALL <input checked="" type="checkbox"/> X TYPE OF ORDER PURCHASE This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your furnish the following on items specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME																					
NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED(YYYYMMDD) If this box is marked, supplier must sign Acceptance and return the following number of copies.																					
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SECTION G																					
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>18. ITEM NO.</th> <th>19. SCHEDULE OF SUPPLIES/SERVICES</th> <th>20. QUANTITY ORDERED/ ACCEPTED*</th> <th>21. UNIT</th> <th>22. UNIT PRICE</th> <th>23. AMOUNT</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>										18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT						
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*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA BY: LYTUS JORDAN <i>Lytus Jordan</i> 11 Jun 99 CONTRACTING/ORDERING		25. TOTAL \$198,944.44 29. DIFFERENCES													
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE SIGNATURE AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						27. SHIP NO. PARTIAL FINAL		28. D.O. VOUCHER NO. 32. PAID BY													
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER						32. PAYMENT COMPLETE PARTIAL FINAL		30. INITIALS 33. AMOUNT VERIFIED CORRECT FOR 34. CHECK NUMBER 35. BILL OF LADING													
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NO. 42. S/R VOUCHER NO.													

DD FORM 1155, JAN 1998 (EG)

PREVIOUS EDITION MAY BE USED

ConWrite Version 3.00

1. In accordance with the provisions of the basic contract F33657-95-D-2966, Special Contract Requirement H-013 "Orders" and this delivery order 0024, the contractor shall provide effort in accordance with the attached Statement of Work(SOW) entitled, "FINANCIAL MANAGEMENT/COMPTROLLER FUNCTIONAL MANPOWER SUPPORT" as specified below at a ceiling amount of \$198,944.44.

2. SECTION B: The Supplies/ Services Schedules are set forth on pages 3-4 hereto.

3. SECTION G: Appropriation and Accounting Classification data is set forth on page 5 hereto.

5. SECTION H

In accordance with AFMC FAR Sup 5352.245-9000 Base Support(July 1992), base support will be provided by HQ AFMC/Plans. Access to phones, copiers, facsimile machines, computer resources, and generic office supplies will be provided.

6. SECTION I

Contract Line Item Number(CLIN) 0005 is completely funded and subject to the provisions clause FAR 52.232-20 "LIMITATION OF COST".

7. SECTION J: List of Attachments is set forth on page 6 hereto.

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
0001			\$198,172.24

COST AND SCHEDULE SUPPORT

acrn: AA
security: U
contract type: Y - TIME AND MATERIALS
completion date: 11 MAR 2000
descriptive data:

a. The Contractor shall provide Cost and Schedule Support in accordance with the Statement of Work(SOW), dated 19 APR 99, Section J Atch 1.

b. Listed below are the negotiated labor categories and corresponding labor hours for each category:

YEAR 4

CONTRACTOR	LABOR CATEGORY	ESTIMATED HOURS
PRIME(OFF-SITE)	Project Manager	8
PRIME(OFF-SITE)	Senior Analyst/PL	8
PRIME(OFF-SITE)	Data Technician	4
PRIME(ON-SITE)	Senior Analyst/PL	432
PRIME(ON-SITE)	Analyst	1,584
SUBTOTAL		2,036

YEAR 5

CONTRACTOR	LABOR CATEGORY	ESTIMATED HOURS
PRIME(OFF-SITE)	Project Manager	16
PRIME(OFF-SITE)	Senior Analyst/PL	16
PRIME(OFF-SITE)	Data Technician	8
PRIME(ON-SITE)	Senior Analyst/PL	396
PRIME(ON-SITE)	Analyst	2,376
SUBTOTAL		2,812
TOTAL		4,848

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
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0002

NSP

DATA- EXHIBIT A

acrn: AA
security: U
contract type: Y - TIME AND MATERIALS
completion date: ASREQ
descriptive data:

Submit data in accordance with Section J Exhibit A, Contract Data Requirements List
(DD Form 1423) dated 99 APR 19.

0003

\$22.00

MATERIALS

acrn: AA
security: U
contract type: Y - TIME AND MATERIALS
completion date: 11 MAR 2000
descriptive data:

The Contractor shall provide materials in support of CLIN 0001 above.

0005

\$750.20

TRAVEL AND COMPUTER SERVICES

acrn: AA
security: U
contract type: S - COST REIMBURSEMENT
completion date: 11 MAR 2000
descriptive data:

Travel and Computer Services in support of CLIN 0001 above.

ACRN Appropriation/Lmt Subhead/Supplemental Accounting Data										Obligation Amount
AA										\$198,944.44
57	93400	309	4720	101500	040000	592IE	72806F	503000	F03000	
funding breakdown:		On Clin 0001:				\$198,172.24				
		On Clin 0003:				\$22.00				
		On Clin 0005:				\$750.20				
pr/mipr:		GFMBF997200001				\$198,944.44				
descriptive data:										
PR/MIPR;GFMBF997200001										
GFMBF997200001 AMENDMENT# 01										

LIST OF ATTACHMENTS

DOCUMENT	PGS	DATE	TITLE
EXHIBIT A	1	19 APR 1999	CONTRACT DATA REQUIREMENT LIST(CDRL)
ATTACHMENT 1	2	19 APR 1999	Statement of Work entitled, "FINANCIAL MANAGEMENT/COMPTROLLER FUNCTIONAL MANPOWER SUPPORT"

Statement of Work
Financial Management /Comptroller Functional Manpower Support

19 April 1999

Task Title: Financial Analysis for Program Close-out

1. **BACKGROUND:** The Mission Budget Branch in the Budget Division of the ASC Comptroller Directorate is responsible for closing the financial records/accounts for all ASC programs where no other office exists to perform these financial task (i.e. orphan programs). Hundreds of documents from these programs exist with unliquidated obligations and other issues that preclude the financial close-out of these programs. The effort defined in this Statement of Work will enable the Budget Division to close these accounts.
2. **PURPOSE:** To assist the Mission Budget Branch to close-out financial documents by analyzing financial records and databases, recommending actions required to close the document, and implementing the actions approved by the government.
3. **SCOPE:** The contractor shall perform financial analysis of budget authority (BA/OA), commitments, obligations, expenditures, progress payments/liquidations and reimbursements (ref. Basic SOW, para. 3.6) Task requires specialized knowledge of financial processes, rules and information systems associated with appropriated and reimbursable funds and related accounting systems. Requires working knowledge of processes associated with numerous government documents including contracts, Purchase Requests, Military Interdepartment Purchase Requests, Project Orders,, Authority to Cite Funds, etc.
4. **RESPONSIBILITIES:** The contractor shall identify, document, research, and assess the validity of financial status of all documents /programs assigned to the Budget Division for close-out, following priorities specified by the government. Task includes interfacing with government and industry contracting officers, and accounting or financial personnel at other AF bases, DFAS and companies. Contractor will utilize automated tools/systems including MOCAS, CPAS, GAFS, JOCAS, SPOMIS, AMIS as well as normal office software programs.
 - 4.1 The contractor shall assess the magnitude and complexity of the documents/accounts assigned for close-out to the Budget Division and prepare a plan for organizing the work and closing the documents/accounts. The plan will include related metrics for measuring accomplishment against the plan (CDRL A0006)
 - 4.2 The contractor shall identify, research and recommend actions to the government needed to resolve Unliquidated Obligations and Negative Unliquidated Obligations.
 - 4.3 The contractor shall reconcile expenditures/collections for reimbursable orders and recommend actions to the government needed to close-out the order.
 - 4.4 The contractor will take actions needed to close-out financial documents once approved by the government, then continuously advise the Functional Area Evaluator and Orphan Program Close-out Team Leader via conversations and briefings of actions taken. Task includes preparing input to Canceling Fund Burn-down Plans, Tri-Annual Certification Reviews, and recurring reports.
5. **REPORTING REQUIREMENTS:** The contractor shall submit monthly Progress/Status Report providing the normal funds/manhour expenditure information, accomplishments using metrics where appropriate, and plans for future actions (CDRL A0004)

6. GENERAL: Work will be performed for ASC/FMBM in Bldg. 16, Area B, Wright-Patterson AFB OH during normal, government working hours. Numerous visits to DFAS-Dayton and DFAS-Columbus are anticipated to coordinate financial records. Contractor personnel will have access to government computers, financial databases, and workspace. No access to classified information is required but mandatory use of DFAS accounting systems (e.g. CPAS) requires contractor personnel to have a National Agency Check.

7. COGNIZANT OFFICE: ASC/FMB, Ms Marjana Zupcsan, 65419.

CONTRACT DATA REQUIREMENTS LIST (2 Data Items)						Form Approved OMB No. 0704-0188				
Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.										
A. CONTRACT LINE ITEM NO. 0002			B. EXHIBIT A		C. CATEGORY: TDP _____ TM _____ OTHER _____					
D. SYSTEM/ITEM Specialized Compt. Funct. Support			E. CONTRACT/PR NO.			F. CONTRACTOR				
1. DATA ITEM NO. A0004		2. TITLE OF DATA ITEM CONTRACTOR'S PROGRESS, STATUS AND MANAGEMENT REPORT			3. SUBTITLE FINANCIAL ANALYSIS FOR PROGRAM CLOSE-OUT					
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227			5. CONTRACT REFERENCE SOW PARA. 5			6. REQUIRING OFFICE ASC/FMBM				
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED		10. FREQUENCY MTHLY		12. DATE OF FIRST SUB. 10 DA EOM				
8. APP CODE N		N/A		11. AS OF DATE EOM		13. DATE OF SUBS. SUB. 10 DA EOM				
16. REMARKS						14. DISTRIBUTION				
						a. ADDRESSEE			b. COPIES	
						Draft		Final		
						Reg		Repro		
						ASC/CDSY		0	LT	0
						ASC/FMBM		0	1	0
						15. TOTAL ----->				
							2	0		
1. DATA ITEM NO. A0006		2. TITLE OF DATA ITEM TECHNICAL REPORT -STUDY/SERVICES			3. SUBTITLE FINANCIAL CLOSE-OUT PLAN AND METRICS					
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508			5. CONTRACT REFERENCE SOW PARA. 4.1			6. REQUIRING OFFICE ASC/FMBM				
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED		10. FREQUENCY OT		12. DATE OF FIRST SUB. 30 DA ARO				
8. APP CODE N		N/A		11. AS OF DATE SEE BLK. 16		13. DATE OF SUBS. SUB. N/A				
16. REMARKS Contractor will submit draft plan and metrics 30 DA ARO with final due 5 DA after receipt of government comments on the draft.						14. DISTRIBUTION				
						a. ADDRESSEE			b. COPIES	
						Draft		Final		
						Reg		Repro		
						ASC/CDSY		LT	LT	0
						ASC/FMBM		1	2	0
						15. TOTAL ----->				
						2	3	0		
G. PREPARED BY <i>Maya D. Zupica</i>			H. DATE 99/03/29		I. APPROVED BY <i>Douglas A. [Signature]</i>		J. DATE 19 APR 99			

EXHIBIT A
PAGE 1 OF 1

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE